



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

1

<b>Proposed Policy Number and Title:</b> <u>662524 Graduate Program <del>Continuation</del>, Credit, and Graduation Requirements</u>		
<b>Current Policy Number and Title:</b> <u>524 Graduate Program Continuation, Credit, and Graduation Requirements</u>		
<b>Approval Process*</b>		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b>	<u>Stage 2 Regular, October 6, 2025</u>
<b>President's Council Sponsor:</b>	<u>Wayne Vaught</u>
<b>Policy Steward:</b>	<u>Steven Sylvester</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
<b>Drafting and Revision</b> Entrance Date: <u>2/13/2025</u>	<b>Drafting and Revision</b> Entrance Date: _____	<b>President's Council Approval</b> Approval Date: _____
<b>University Entities Review</b> Entrance Date: <u>10/9/2025</u> Close Feedback: <u>12/19/2025</u>	<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____	<b>Board of Trustees Ratification</b> Ratification Date: _____
<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____		



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

Page 2 of 16

<b>POLICY TITLE</b>	Graduate Program <del>Continuation</del> , Credit, and Graduation Requirements	<b>Policy Number</b>	<del>662</del> 524
<b>Section</b>	Student Affairs	<b>Approval Date</b>	<del>June 22, 2024</del>
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	<del>June 22, 2024</del>
<b>Responsible Office</b>	Office of the <del>Provost</del> /Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 This policy establishes the University's requirements for graduate continuation, credit, residency, and ~~and~~ graduation ~~requirements for graduate programs~~.

### 2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities (NWCCU) Standards for Accreditation, § 1. Standard 1.C.9C

2.2 Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

2.3 Utah Board of Higher Education Policy R402, Certificate and Degree Award Structures

~~2.43~~ Utah Board of Higher Education Policy R475, *Common Course Numbering*

2.54 UVU Policy 522 Undergraduate Credit and Transcripts

~~2.654~~ UVU Policy 525 *Credit for Prior Learning*

~~2.765~~ UVU Policy 541 *Student Code of Conduct*

~~2.76~~ UVU Policy 548 *Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students*

~~2.87~~ UVU Policy 605 *Curriculum Process*

~~2.98~~ UVU Policy 658 *Establishment and Administration of Graduate Programs*

2.10 UVU Policy 661 Graduate Admissions and Continuation



### 3.0 DEFINITIONS

**3.1 Accredited institution:** ~~An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the U.S. Department of Education.~~

**3.12 Combined master's degree program:** ~~Bachelor's and master's degree programs that can be completed simultaneously by a graduate student who is admitted into the combined master's degree program. A program into which a graduate student is admitted and will complete a bachelor's and master's degree concurrently.~~

**3.3 Endorsement courses:** ~~A group of courses that prepares K-12 teachers or teacher candidates for specific area certification/endorsement in Utah by the Utah State Board of Education.~~

**3.4 Full-time graduate student:** ~~Graduate students registered for nine credits or more per semester or summer. A nine-credit hour minimum load is generally accepted by sponsoring agencies for certifying full-time status. Graduate students are considered half-time graduate students when registered for four or more credits and less than nine credits per semester or summer.~~

**3.25 Graduate student:** ~~For the purposes of this policy, a student admitted to a UVU graduate program and enrolled in graduate-level courses, or a student with a bachelor's degree or higher admitted as a non-matriculated graduate student. student who is admitted to a graduate program and is taking graduate courses, or a student who holds a bachelor's degree or above and who has been admitted as a non-matriculated graduate student and is taking graduate courses.~~

**3.36 Joint master's degree program:** ~~Two master's degree programs that can be completed simultaneously by a graduate student admitted into the joint master's degree program. A program into which a graduate student has been admitted and will complete two master's degrees simultaneously.~~

**3.4 Second master's degree:-** ~~A graduate program a graduate student completes after earning a first master's degree and that requires additional unique credit hours.~~

**3.7 Non-matriculated graduate student:** ~~A graduate student enrolled for credit but not admitted into a UVU graduate program.~~

### 4.0 POLICY

**4.1 Requirements for Enrollment in Graduate-Level Courses** Graduate Credit Rules



4.1.1 Graduate students must complete a minimum of ~~thirty (30)~~ credit hours of 5000- or 6000-level coursework to earn a master's degree, with no more than ~~twelve (12)~~ credits at the 5000 level. Only UVU graduate students are permitted to enroll in graduate level courses.

4.1.2 Graduate students must complete a minimum of nine ~~(9)~~ and a maximum of ~~twenty-nine (29)~~ credit hours of 5000- or 6000-level coursework to earn a graduate certificate.

4.1.3 To earn a second master's degree, graduate students must complete at least ~~fifteen (15)~~ unique credit hours beyond those required for the first master's degree.

4.1.4 Graduate programs must be approved through the University's curriculum process (see Policy 605) and published in the university catalog. Credit sharing is permitted as specified in program requirements.

4.1.5 At least two-thirds of graduate program credit hours must be completed through UVU or ~~recognized partner institutions~~ accredited institutions of higher education.

4.1.6 A maximum of one-third of program credit hours may come from a combination of transfer credit and prior learning credit, subject to program approval. Individual graduate programs may establish stricter prior learning and transfer credit criteria.

4.1.6.1 Graduate credits from another accredited institution or equivalent are subject to grade and grade-point average minimums, as well as other requirements of the graduate program.

4.1.6.2 Approved transfer credits will not replace required residency hours and will not be calculated into the student's UVU GPA.

4.1.6.3 Graduate programs may establish partner agreements with other institutions to accept their graduate course credits. These partner agreements must be approved through official curriculum processes and by the Office of General Counsel and the Provost. These credits will be counted toward a student's required two-thirds residency hours.

4.1.7 No more than six ~~(6)~~ credit hours may come from special topics coursework.

4.1.8 Courses below the 5000 level may not count toward graduate program requirements. ~~4.1.2 Graduate students are not permitted to register for more than 17 credit hours per semester unless the graduate program director approves an exception.~~

## **4.2 Graduation Requirements for ~~Graduation in~~ Graduate Programs**



4.2.1 To earn a master's degree, students must complete a minimum of 30 credit hours of 5,000 or 6,000 level coursework beyond the bachelor's degree. Credit from 5000 level coursework may be used to fulfill up to 12 credits of the master's degree requirements.

4.2.2 To earn a graduate certificate, students must complete a minimum of 9 and a maximum of 29 credit hours of graduate coursework beyond the bachelor's degree 5,000 or 6,000 level coursework.

4.2.1 Graduate students must maintain a minimum cumulative GPA of 3.0. A graduate certificate cannot be awarded before the bachelor's degree is completed.

4.2.2 Graduate credit for courses with a grade of C- or lower shall not be applied toward a graduate program.

4.2.3 Graduate students must complete all requirements as outlined in the university catalog for their designated catalog year.

4.2.4 Graduate students must completed All all graduate coursework must be completed within six (6) years unless an extension is approved.

4.2.5 -A bachelor's degree must be awarded before the conferral of a graduate certificate and/or graduate degree.

4.2.6 Students must complete and be awarded a bachelor's degree before they can be enrolled in a graduate certificate or graduate degree program, unless they are admitted into a combined master's degree program.

#### 4.2.3 Second Graduate Degree Requirements

4.2.7.1 Graduate students who earn a second master's degree must complete at least fifteen (15) unique credit hours beyond those required for the first master's degree.

4.2.7.1 Courses that satisfy requirements in both programs may be applied to both degrees, except in joint master's degree programs, which follow distinct requirements. Students may earn a second master's degree at UVU but must meet all degree requirements for both graduate degrees. When a course is required for part of the program curriculum for both graduate the first and second master's degrees, taking the required course fulfills satisfies both graduation requirements for both degrees. However, the total number of credits for the second master's degree must be at least 15 credit hours beyond the credit hours required for the first master's degree.



#### 4.2.4 Joint Master's Degree Programs

4.2.4.1 Joint master's degree programs shall be approved through the University curriculum process and through the process stated in Section 4.2.4.2 and published in the university catalog.

4.2.4.2 The graduate program committees of the master's programs participating in the joint master's degree program shall develop multi-year coordinated course offering schedules that allow students to complete the joint master's degree program in a reasonable time frame communicated by the joint master's degree program. This schedule shall be reviewed and approved by both graduate program directors, the dean(s) associated with the master's degree programs, and the Graduate Council. This approval must occur during the curriculum approval process. Any changes to the course offering schedule must be approved by both graduate program directors and the dean(s) associated with the master's degree programs.

4.2.4.3 Joint master's degree programs must consist of a minimum of 45 total graduate 5,000 and/or 6,000 level credit hours combined. Each master's degree in the joint program must be at least 15 credit hours. Credit from 5000 level coursework may be used to fulfill up to 12 credits of the masters' degree requirements.

4.2.4.4 A student must be admitted into the joint master's degree program to earn the master's degrees concurrently. Students must receive admission approval from both master's degree programs to be admitted into the joint master's degree program.

4.2.4.5 Students must meet all degree requirements for both master's degrees. Each master's degree may list required courses in the other joint degree program as elective courses in its degree program. When a course meets the required or elective course requirements of both master's degrees, another course is not substituted; taking the course satisfies the requirements of both master's degrees.

4.2.4.6 Students must complete the joint master's degree programs simultaneously. Students may withdraw from the joint master's program and remain in one of the master's degree programs without penalty.

4.2.4.7 A student shall be awarded two master's degrees after successfully and simultaneously completing the joint degree program.

#### 4.2.5 Combined Master's Degree Programs





~~4.2.5.1 In accordance with UVU Policy 658 *Establishment and Administration of Graduate Programs*, combined master's degree programs shall be approved through the university curriculum process and published in the university catalog.~~

~~4.2.5.2 Combined master's degree programs allow students to complete a bachelor's and a master's degree concurrently.~~

~~4.2.5.3 A minimum of 30 credit hours of graduate 5,000 and/or 6,000 level coursework beyond the bachelor's degree is required for the master's degree. Credit from 5000 level coursework may be used to fulfill up to 12 credits of the master's degree requirements.~~

~~4.2.5.5 Students must meet all degree requirements for both the bachelor's and the master's degrees.~~

~~4.2.5.6 A student must be admitted into the combined master's degree program to earn the bachelor's and master's degrees concurrently.~~

~~4.2.5.7 A student must have completed 90 semester credit hours of undergraduate courses before beginning a combined master's degree program.~~

~~4.2.5.8 A student shall be considered a graduate student while enrolled in the combined master's degree program. This may impact the student's ability to receive financial aid that is normally available for undergraduate students.~~

~~4.2.5.9 A student shall be awarded the bachelor's degree and master's degree upon the successful completion of the combined degree program. A student who fails to complete the requirements for the master's portion of the combined degree will still be eligible to be awarded the bachelor's degree by successfully completing all requirements for the related standalone bachelor's degree. A master's degree cannot be awarded before the bachelor's degree is completed.~~

### ~~4.3 Graduate Coursework Completion Time Limits~~

~~4.3.1 Students shall complete graduate coursework within six years; individual programs may require graduate coursework to be completed in fewer than six years. Previously earned certificate and endorsement courses completed within a period of six years may count toward the completion of graduate programs in the School of Education. When extenuating circumstances warrant, a student may request an extension to coursework completion time limits.~~

### ~~4.4 Graduate Graduation Requirements~~



~~4.4.1 Credit for courses in which a student earns a grade of “C” or lower shall not be applied toward any graduate degree or certificate. Individual graduate programs may establish higher minimum grade requirements for individual courses.~~

~~4.4.2 A cumulative GPA of 3.0 or higher is required for students to graduate from a graduate program. Individual programs may establish higher GPA requirements.~~

~~4.4.3 All graduation requirements for graduate programs will be published in the university catalog.~~

#### **4.5 Graduate Credit for Prior Learning**

~~4.5.1 Graduate credit for prior learning may be awarded in accordance with Policy 525 *Credit for Prior Learning*, subject to the credit limitations in section 4.7.1 of this policy.~~

#### **4.6 Transfer Credit for Graduate Programs**

~~4.6.1 Graduate credits from another regionally accredited institution or equivalent are subject to grade and grade point average minimums, as well as other requirements of the graduate program.~~

~~4.6.2 Approved transfer credits will not replace required residency hours.~~

~~4.6.3 Approved transfer credits will not be calculated into the student’s UVU GPA.~~

~~4.6.4 Graduate programs may establish partner agreements with other institutions to accept their graduate course credits. These partner agreements must be approved through official curriculum processes and by the Office of General Counsel and the Provost. These credits will be counted toward a student’s required two-thirds residency hours so they can meet the requirements of section 4.7.1.~~

#### **4.7 Limitations on Prior Learning Credit, and Transfer Credit, and Special Topics Credit**

~~4.7.1 To be eligible to graduate from a graduate program, the student must complete a minimum of two-thirds of their graduate program credit hours through the University or its recognized partner institutions. Therefore, a maximum of one-third of graduate program credits used for the master’s degree or graduate certificate may come from a combination of prior learning credit and transfer credit. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their programs. Individual graduate programs may establish stricter prior learning and transfer credit criteria.~~

~~4.7.2 A maximum of twenty percent of credits used for the master’s degree may come from special topics course credits.~~





## 4.8 Graduate Student Responsibilities

~~4.8.1 Graduate students must maintain a minimum cumulative 3.0 GPA to remain in their graduate programs.~~

~~4.8.2 Graduate students are subject to the Student Rights and Responsibilities Code contained in Policy 541 Student Code of Conduct, and sections 4.8.1, 5.4.1, and 5.4.2 of this policy.~~

## 4.9 Graduate Program Requirements

~~4.9.1 Graduate programs shall be consistent with the University's mission, in keeping with the expectations of its respective disciplines and professions, and described in nomenclature that is appropriate to the levels of graduate and professional degrees offered.~~

~~4.9.2 Graduate programs shall differ from undergraduate programs by requiring, among other things, greater depth of study; demands on student intellectual or creative capacities; knowledge of the literature of the field; and ongoing student engagement in research, scholarship, creative expression, and/or relevant professional practice.~~

## 4.10 Graduate Tuition

~~4.3.14.1 Graduate students are assessed graduate tuition rates. For the purposes of tuition assessment and financial aid, all university students are classified as either graduate or undergraduate students and have their tuition assessed based on that classification regardless of the course level.~~

~~4.3.210.2 Graduate students Matriculated graduate students are subject to the tuition rate for the graduate program to which they are admitted. pursuing joint master's degrees are charged the higher tuition rate of the two programs.~~

~~4.10.2.1 For joint master's degree programs, students shall be charged the higher tuition rate of the two programs.~~

~~4.3.310.2.2 Graduate students pursuing For combined master's degree programs are charged tuition rates based on the level of the courses they take, students shall be charged different tuition for courses taken in the combined master's degree program compared to the related separate bachelor's and master's degrees' tuition.~~

~~4.10.2.3 Graduate Certificate in Secondary Teaching and Master of Arts in Teaching Secondary Teaching courses shall be charged the graduate tuition rate. Additional undergraduate courses that are required for state licensure that are taken during this graduate certificate or master's program shall be charged the undergraduate tuition rate.~~



4.3.410.3 Non-matriculated graduate students are charged the tuition rate of the program offering the course.~~are subject to the graduate tuition rate of the graduate program that offers the class(es) in which the students are enrolled.~~

## 5.0 PROCEDURES

### 5.1 Graduate Credit Evaluation~~Course-Level Numbering and Acceptability~~

5.1.1 ~~Graduate courses shall use the following numbering system:~~

- ~~1) 6000 – 6999: Graduate-level courses~~
- ~~2) 6800 – 6899: Graduate seminars (including methodology and research seminars)~~
- ~~3) 6900 – 6999: Directed readings, individual projects, theses, etc.~~
- ~~4) 6790R: Special topics~~
- ~~5) 6890R: Internship~~
- ~~6) 6900R: Independent study~~
- ~~7) 6960R: Master's individual project~~
- ~~8) 6970R: Master's thesis research~~
- ~~9) 6990R: Master's thesis continuing registration~~

5.1.2 ~~Advanced upper-division courses shall use the following numbering system:~~

- ~~1) 5000 – 5799: Advanced upper-division courses~~
- ~~2) 5800 – 5999: Advanced upper-division courses dedicated to seminars, directed reading, individual projects, etc., by permission of the program director~~

5.1.1 Graduate program committees are responsible for evaluating graduate transfer credit, prior learning credit, and credit from previously completed graduate programs to determine whether such credits are appropriate to the graduate program.

5.1.2 Following the graduate program committee's evaluation of official transcripts, the graduate



program director shall inform the Transfer Credit Office of approved credits. The Transfer Credit Office shall record approved credit in the student's official record.

~~5.1.3 For purposes of efficiency, an advanced upper division 5000-level course may be scheduled concurrently with a corresponding 6000-level course, with the two sections meeting together under the same instructor.~~

~~5.1.3.1 The 6000-level course and the related 5000-level course shall have the same credit ratios, instructional methods, and last three digits for course numbers. They must also have similar course titles and course descriptions. In addition to the identical learning objectives and assignments required in the 5000-level course, the corresponding 6000-level course shall have additional and substantive learning objectives and assignments approved for graduate-level work beyond those required of students enrolled at the 5000-level.~~

~~5.1.3.2 A maximum of twelve credits of 6000-level courses required for a master's degree and a maximum of six credits of 6000-level courses for a graduate certificate may be scheduled simultaneously with 5000-level courses. 5000- and 6000-level courses shall not be scheduled concurrently with courses numbered below the 5000-level.~~

~~5.1.4 Credit from 5000-level coursework shall not be used to fulfill master's degree or graduate certificate requirements, except for 5000-level endorsement courses accepted by the School of Education and specific and unusual 5000-level courses identified and approved for that purpose by the Graduate Council and Provost. Credit from 5000-level coursework may be used for graduate certificates and to fulfill up to 12 credits of graduate degree requirements.~~

~~5.1.4.1 Except for the Graduate Certificate in Secondary Teaching and Master of Arts in Teaching-Secondary Education programs, credit from 5000-level endorsement coursework or from coursework in specific programs approved by the Provost's office completed outside of Utah Valley University shall not exceed twelve credits nine credits applied toward applied toward the completion of an eligible master's degree or three one-third of the credits applied toward the completion of a graduate certificate program.~~

~~5.1.4.2 For the Graduate Certificate in Secondary Teaching or Master of Arts in Teaching-Secondary Education programs, 15 credits of 5000-level Alternative Pathway to Professional Educator Licenses courses may be applied toward completion of these graduate certificate or master's programs.~~

~~5.1.5 All 5000-level credits shall be recorded in the student records and on student transcripts as 5000-level courses.~~

~~5.1.6 To apply 5000-level endorsement course credit toward an eligible graduate program, a student must earn a grade of "B" or higher in the course and obtain approval from the graduate program director.~~



~~5.1.7 Credits from 5000-level endorsement courses shall not be applied toward both undergraduate and graduate degrees/certificates except for specific and unusual 5000-level courses identified and approved by the Graduate Council and Provost.~~

~~5.1.8 Credits from undergraduate courses below the 5000-level shall not be applied toward a graduate degree or certificate.~~

## **5.2 Extension of Graduate Coursework Completion Time Limits**

~~5.2.1 Graduate students may request an extension to the six-year coursework completion time limit by submitting a written petition to the graduate program director.~~

~~5.2.2 The graduate program director, in consultation with the graduate program committee when appropriate, may approve or deny the petition. The graduate program director's decision shall be final. 5.2.1 To request an extension to coursework completion time limits, a student shall submit the request in writing to the graduate program director. The graduate program director may or may not grant the extension. The graduate program director's decision shall be final.~~

## **5.3 Graduate Credit Evaluation**

~~5.3.1 Graduate program committees are responsible for evaluating graduate transfer credit and credit from previously completed graduate programs and determining whether these credits are appropriate to the graduate program the student is seeking.~~

~~5.3.2 Graduate program committee faculty shall evaluate a student's graduate coursework transcript. The decision of the graduate program committee shall be final.~~

~~5.3.3 Following the graduate program committee's evaluation of official transcripts, the graduate program director shall inform the Transfer Credit Office of any approved transfer and/or previously earned graduate credit. The Transfer Credit Office is responsible for posting transfer and/or previously earned graduate credit to the student's record in the university student information system.~~

## **5.4 Graduate Student Continuation and Suspension**

~~5.4.1 Once admitted and enrolled, graduate students shall maintain continuous registration during fall and spring semesters, and during summer semester if required by the graduate program.~~

~~5.4.1.1 If graduate students cannot maintain continuous registration, they should file for a leave of absence. Before filing for a leave of absence, the student should discuss the reasons for the leave of absence with the graduate program director.~~



~~5.4.1.2 Service members and reservists shall be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.~~

~~5.4.1.3 Except for the service members and reservists stated in the previous section, the graduate program committee or its graduate program director or college/school graduate director designee may or may not grant the leave of absence. The graduate program committee or its designee's leave of absence decision shall be final.~~

~~5.4.1.4 Students who fail to maintain continuous registration and who have not been granted an official leave of absence shall be suspended from their graduate program. They shall be ineligible to register for future semesters unless they are readmitted through their graduate program's procedures.~~

~~5.4.2 Graduate students whose cumulative graduate GPA falls below 3.0 shall be placed on academic notice for the following semester. Students whose GPA remains below 3.0 after the notice semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses.~~

~~5.4.2.1 Graduate students who are suspended from a graduate program for failing to maintain a cumulative 3.0 GPA may appeal in writing to the graduate program director within 30 days of the suspension. Students should provide supporting materials and information justifying the request.~~

~~5.4.2.2 The graduate program director shall present the written appeal to the graduate program committee for consideration.~~

~~5.4.2.3 The decision of the graduate program committee shall be final.~~

~~5.4.3 Graduate students suspended from the University for violation of sections 4.8, 5.4.1, 5.4.2, Policy 541 Student Code of Conduct or Policy 548 Academic Rights and Responsibilities of Healthcare and Counseling Clinical Program Students who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate program committee may review the reason for suspension when considering readmitting suspended students.~~

## ~~5.5 Non-matriculated Graduate Students~~

~~5.5.1 Students admitted as non-matriculated graduate students shall meet course prerequisites unless exceptions are approved by the program director. Non-matriculated graduate students may take a maximum of 12 semester credit hours of graduate courses as non-matriculated students.~~

~~5.5.2 If approved by the graduate program committee, a maximum of 12 semester credit hours of non-matriculated credit, taken no more than three years prior to approval, shall be applied toward~~



UTAH VALLEY UNIVERSITY  
Policies and Procedures

Page 14 of 16

~~a graduate degree or graduate certificate.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 11, 2016	Policy approved through regular policy process.	UVU Board of Trustees
June 22, 2024	Revised policy approved through regular policy process.	UVU Board of Trustees
	<a href="#">Revised policy approved through regular policy process.</a>	<a href="#">UVU Board of Trustees</a>





## POLICY 662 EXECUTIVE SUMMARY

**Policy Number and Title:** 662 *Graduate Program Continuation, Credit, and Graduation Requirements*

<b>Date:</b>	February 13, 2025
<b>Sponsor:</b>	Wayne Vaught
<b>Steward(s):</b>	Steven Sylvester, Kyle Hicken
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	Revision
<b>Policy Office Editor:</b>	Cara O'Sullivan, Amanda Cooke
<b>Embedded Attorney:</b>	N/A

**Note:** This policy was previously Policy 524.  
**Summary Updated Oct. 7, 2025**

### Issues/Concerns (including fiscal, legal, and compliance impact):

The revision significantly streamlines Policy 662 by removing content related to continuation and enrollment management, focusing exclusively on credit and graduation requirements. The policy title reflects this change, dropping "Continuation" entirely.

This revision transforms Policy 662 from a policy/procedure document into a focused policy on academic credit and graduation standards, with administrative procedures redistributed to more appropriate policy homes or future graduate program handbook, similar to UCC.

### Suggested Changes:

#### *Substantive Policy Changes*

- *Special Topics Credit:* Reduced from 20% of the degree to a fixed six credits maximum
- *Transfer Credit:* Broadened from "regionally accredited" to "accredited institution or equivalent" with detailed criteria
- *Second Master's Degree:* Now explicitly requires 15 unique credits (clarified rule)
- *Definitions:* Streamlined from 8 definitions to 5, removing operational terms

#### *Structural Improvements*

The revised Policy 662 draft consolidates scattered credit rules into a single, organized section, improving readability while maintaining all core graduation requirements (3.0 GPA, six-year time limit, residency requirements, etc.).

This revision transforms Policy 662 from a policy/procedure document into a focused policy on academic credit and graduation standards, with administrative procedures redistributed to more appropriate policy homes or future graduate program handbook, similar to UCC.



*Key Content Migrations*

*Moving to UVU Policy 661 (Graduate Continuation):*

- Student enrollment rules and caps
- Continuation and suspension procedures
- Non-matriculated student policies
- Full-time student status definitions

*Moving to UVU Policy 658 (Program Requirements):*

- Joint and combined program details
- Program-specific requirements
- Course numbering systems

**Requested Approval from President's Council:** Entrance to Stage 1

**Proposed Drafting Committee:** Kyle Hicken, Steven Sylvester, Laurie Sharp, Jeff Williams, Mohamed Lotfy, Nicole Gearing, Jeffrey O'Flynn, Christine Walker, David McEntire, Malissa Brooks, Aliny Xavier.

**Target Date for Stage 1 Draft to Enter Stage 2:** TBD

**Target Date for Board of Trustees Review:** TBD